

Volume No. 3—Automated Systems Application	<b>TOPIC NO.</b>	<b>70725</b>
Function No. 70700 — Financial Information Downloading System	<b>TOPIC</b>	<b>FINDS:</b> <b>CIPPS MASTERFILE DATA</b>
	<b>DATE</b>	October 2004

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## Masterfile Downloads

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**Introduction** Build CIPPS Masterfile Data Group download requests by specifying which data (data field selection) will be downloaded from which subset of masterfile information (extraction criteria). The selected data fields come from the subset of masterfile information delineated in the extraction criteria. Since masterfile download requests can involve entering a good deal of data, they can be saved as templates and re-executed following nightly data refreshing. Saved requests can be viewed, changed, or deleted.

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**Request Lists** Users can build requests for any Masterfile Data Group for each agency in their security record and save them with either a user specified or system assigned 3-digit code. Request lists are personal. That is, each user has up to 1,000 request numbers (includes 000) for each Masterfile Data Group option that can be assigned to various requests. Administrators can access other user's requests by entering the other user's User ID in the User ID field on a request screen.

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**Access Clearance** There are two levels of clearance for accessing saved requests:

Level	Description
User	Users can view any requests, but change or delete only their own. Users do not need to enter in the agency field on request screens since they can only access their own agency's requests.
Administrator	Administrators can view, change, and delete requests of any User ID in their agency. Administrators do not need to enter in the agency code on request screens since they can only access User Ids in their agency.

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**Creating a Request** Requests are created on Extraction Criteria screens (detailed data entry procedures follow) by entering a name in the Request-Title field and a 3-digit number in the Request-No. field. Alternatively, entering *new* in the Request-No. field will automatically assign an unused request number (from the user's personal request list) to the request. Once the final selections have been made, save the request and the assigned number will display in the Request-No. field and the request will be saved under the assigned number under the user's User ID.

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## Masterfile Downloads, Continued

### Viewing a Request

To view a request, enter the Request-No. on the Extraction Criteria screen under which the request was saved. Execute the View function and all applicable extraction and data selection fields specified in the request display. If a Request-No. is not entered, the View function displays the first request in the current user's request list. Administrators can enter the User ID of the user whose list contains the desired request in the User ID field. If a User ID is not entered, CIPPS-FINDS defaults to the request list of the current user.

### Sequentially Viewing the Request List

While viewing a request, execute the Next Request function to display the next sequential request in the current user's request list by number. When the last request in the list displays, an End of File message displays. When not viewing a request, the Next Request function displays the first request in the current user's request list.

### Changing a Request

To change a saved request, view the request, enter changes, then save the request to make the changes permanent; effectively deleting the old request. Alternatively, enter **new** in the Request field and execute save to create a new request. Regardless of clearance level, users may not change other user's requests.

### Deleting a Request

To delete a request, simply view, then delete the request. CIPPS-FINDS will prompt users to execute the function again to confirm deletion. Deletion will remove the request from the user's personal request list.

### Masterfile Download Screens

Due to the high volume of data fields available, two extraction criteria and two data field selection screens are provided for Employee Data download requests. A single extraction criteria and data field selection screen is provided for each of the other masterfile data options (State Tax, Special Pay, Distribution, and Deduction).

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## Masterfile Downloads, Continued

### Masterfile Download Procedures

From the CIPPS-FINDS Main Menu, enter the 3-digit agency code and an 'X' next to the selected Masterfile Data Group and execute Function 6 or press Enter to display the Data Extraction Screen for the selected Masterfile Data Group.

### Note on Procedures

In the procedures that follow, detailed procedures covering Data Request and Function description data entry are presented only for the Employee Data screens since these procedures are identical for all reports within the CIPPS Masterfile Data Group.

### Field Name Cross Reference

While CIPPS-FINDS Data Extraction Screen and Data Field Selection Screen field names generally conform to CIPPS screen field names, there are some variations. The procedures for each Data Extraction and Field Selection screen that follow include a detailed cross reference table between CIPPS-FINDS Data Field Selection Screen field names and CIPPS field names. Applicable CIPPS screen IDs are also referenced. CIPPS-FINDS Download field names, which will appear as column header names on downloaded data to facilitate data identification, are also included.

Field Name	Description
CIPPS-FINDS Data Field Selection Screen	In some cases, CIPPS-FINDS combines several CIPPS field names together on the screen displays. If selected, all fields included in combined fields are downloaded. Data Fields designated as "KEY" are pre-selected and are included in all downloads executed for the respective CIPPS masterfile. Data Fields that are also offered as selection options on the applicable Data Extraction Field screens are annotated with an asterisk. For Employee Data, two asterisks indicate the field appears on Data Extraction Screen #2.
CIPPS-FINDS Download	Due to field length limitations, CIPPS-FINDS Download Field names do not match the CIPPS field name or the Data Field name as it appears on the CIPPS-FINDS Data Extraction and Selection screens.
CIPPS Screen	CIPPS screen field name corresponding to the CIPPS-FINDS Data Field.
CIPPS Screen ID (field name N/A)	Applicable CIPPS screen ID.

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## Masterfile Downloads, Continued

### Employee Data – Extraction Criteria Screen #1

Select CIPPS Employee Data to display Employee Data Extraction Criteria Screen 1. This screen contains both request reference information and data extraction criteria:

SNO - EXTRAI Personal Client

File Edit View Tools Session Options Help

ACTL3060 CIPPS DOWNLOADING - EMPLOYEE DATA S802

ENTER FUNCTION: (1=VIEW, 2=NEXT REQUEST, 3=SAVE, 4=DELETE, 5=MENU, 6/ENTER=DISPLAY NEXT SCREEN, 9=EXECUTE REQUEST)

AGENCY: 151 USERID: REQUEST-NO: REQUEST-TITLE:

COMPANY-NUMBER: EMPLOYEE-NUMBER:

PAY TYPE (HRLY SAL): EMPLOYMENT STATUS:

PAY FREQUENCY:

:00.5 03/19

SNA Server: Connected T1 NUM 11:27 AM

**FUNCTION** Enter applicable function:

Function	Description
1=View	Displays the request corresponding to the number entered in the request field.
2=Next Request	Displays the next sequential request in the user Id's list.
3=Save	Saves request under specified User ID.
4=Delete	Deletes request.
5=Menu	Displays Main Menu, cancels request.
6/Enter= Display Next Screen	Moves to Extraction Criteria screen 2, which contains more criteria data fields.
9=Execute Request	Displays the Dataset Name screen. Do not execute unless data entry for all applicable data extraction and field selection screens is complete.

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## Masterfile Downloads, Continued

### Employee Data – Extraction Criteria Screen #1, continued

#### Request Reference Fields

<b>AGENCY</b>	Automatically filled from Main Menu agency field.
<b>USERID</b>	Enter User ID. If a User ID is not entered, system defaults to the request list of the current user. Administrators can enter the User ID of the user whose list contains the desired request.
<b>REQUEST-NO</b>	Enter a new number if creating a new request. Otherwise:

If viewing a...	Then...
Previously saved request for a known Request No.,	Enter the Request-No. and execute View to display request selections.
Previously saved request for an unknown Request No.,	Execute View function to display the 1 <sup>st</sup> request in the current user's request list.

<b>REQUEST-TITLE</b>	Enter new title if creating a new request. Previously saved request titles are automatically displayed when the request is viewed.
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#### Extraction Data Fields

<b>COMPANY-NUMBER</b>	Enter the 3-digit company number; up to 5 sequential numbers or ranges; users must have security access to selected agency codes.
<b>EMPLOYEE NUMBER</b>	Enter the 11-digit employee number; usually the employee SSN followed by two zeroes to select a single employee. Leave blank to select all employees.
<b>PAY TYPE</b>	Enter the Pay Type; up to 5 characters or numbers if selecting a single pay type. Leave blank to select all pay types.
<b>EMPLOYMENT STATUS</b>	Enter the employment status; up to 5 numbers or ranges. Leave blank to select all statuses.
<b>PAY FREQUENCY</b>	Enter the Pay Frequency; up to 5 numbers or ranges. Leave blank to select all frequencies.

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## Masterfile Downloads, Continued

### Employee Data – Extraction Criteria Screen #2

Execute Function 6 or press Enter following completion of Employee Data Extraction Criteria screen #1 to display Employee Data Extraction Criteria screen #2. Contains additional extraction data fields applicable to the request.

SNA - EXTRAI Personal Client

File Edit View Tools Session Options Help

ACTL3060 CIPPS DOWNLOADING - EMPLOYEE DATA S003

ENTER FUNCTION: (3=SAVE, 5=MAIN MENU, 6/ENTER=NEXT SCREEN, 7=PREVIOUS SCREEN, 9=EXECUTE REQUEST)

ORGANIZATION: \_\_\_\_\_

OT STATUS: \_\_\_\_\_

EMPLOYMENT DATE: \_\_\_\_\_

TERMINATION DATE: \_\_\_\_\_

RESIDENCE STATE: \_\_\_\_\_

400 :00.4 03/19

SNA Server: Connected T1 NUM 11:31 AM

**FUNCTION** Enter applicable function:

Function	Description
3=Save	Saves request under specified User ID.
5=Menu	Displays Main Menu, cancels request.
6/Enter= Display Next Screen	Displays Data Field Selection screen 1, where the data fields to be downloaded are specified.
7=Previous Screen	Displays Extraction Criteria screen 1. Data entered on screen 2 is not lost.
9=Execute Request	Displays the Dataset Name screen. Do not execute unless all applicable data extraction and field selection screens are complete.

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## Masterfile Downloads, Continued

### Employee Data – Extraction Criteria Screen #2, continued

#### Extraction Data Fields

- ORGANIZATION** Enter the 11-digit number or a range. Leave blank to select all.
- OT STATUS** Enter the overtime state number for up to five numbers or ranges. Leave blank to select all.
- EMPLOYMENT DATE** Enter 8-digit dates as YYYYMMDD. Up to five dates or ranges of dates can be entered. When entering a range of dates, the lower value, or older date, should be entered in the lower bound of the range, and the upper value, or more recent date, should be entered as the upper bound of the range. Additionally, calendar years cannot be crossed within a single date range. Leave blank to select all.
- TERMINATION DATE** Enter up to five dates or ranges. Leave blank to select all.
- RESIDENT STATE** Enter the resident state code for up to five state codes or ranges of state codes. Leave blank to select all.

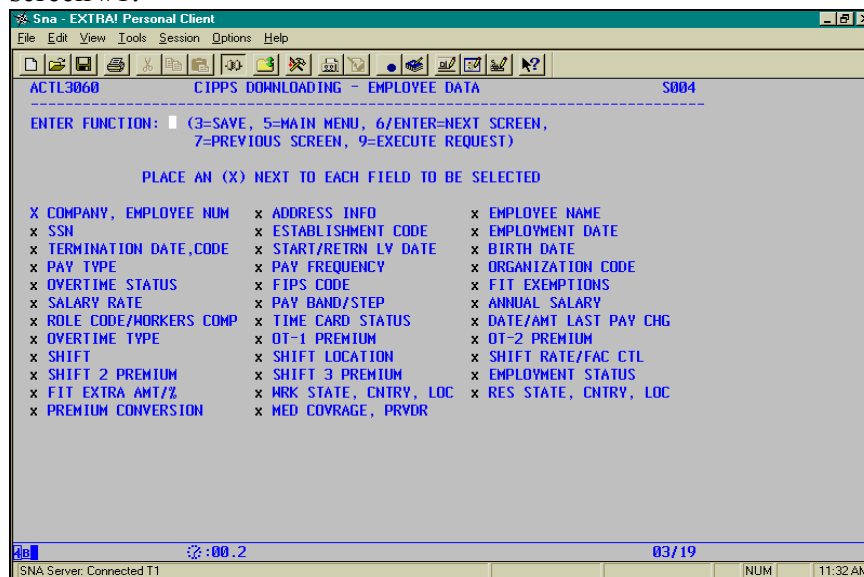
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## Masterfile Downloads, Continued

**Employee Data – Field Selection Screen #1** – Execute Function 6 or press Enter following completion of Employee Data Extraction Criteria screen #2 to display Employee Data Field Selection screen #1:



**FUNCTION** Enter applicable function:

Function	Description
3=Save	Saves request under specified User ID.
5=Menu	Displays Main Menu, cancels request.
6/Enter= Display Next Screen	Displays Data Field Selection screen 2, where additional data fields to be downloaded are specified.
7=Previous Screen	Displays Extraction Criteria screen 2. Data entered is not lost.
9=Execute Request	Displays the Dataset Name screen. Do not execute unless all applicable data extraction and field selection screens are complete.

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## Masterfile Downloads, Continued

### Employee Data – Field Selection Screen #1, continued

**FIELD** Enter 'X' next to the Data Field(s) to be included in the download.

CIPPS-FINDS		CIPPS	
Data Field	Download Field	Field	Screen ID
Company, Employee Num - KEY	CMP	Company	H0BID
	EMPLOYEEENUM	Employee Number	
Address Info	BOXAPRTMNT	PO BOX/APT/SUITE	H0BID
	STREETADDRESS	Street Address	
	CITY	City State Zip	
	STATE		
	ZIPCODE		
Employee Name	EMPOYEENAME	Employee Name	H0BID
SSN	SOCSECNUM	Social Security	H0BID
Establishment Code	ESTC	Establishment Code	H0BUO
Employment Date	EMPDAT	Employment Date	H0BID
Termination Date , Code	TERMDT	Termination Date	H0BES
	TC	Termination Code	
Start/Retrn LV Date	STLVDT	Start Leave Date	
	RNLVDT	Return Leave Date	
Birthdate	BIRTHD	Birth Date	H0BID
Pay Type	P	Pay Type	
Pay Frequency	FRQ	Pay Frequency	
Organization Code	ORGANIZATIN	ORG Codes	
Overtime Status	O	Overtime Status	H0BBN
FIPS Code	FIPS	FIPS Code	H0BUO
FIT Exemptions	FTXMP	FIT Exemptions	H0BAD
Salary Rate	SALARYRATE	Salary or Rate	H0BID
Pay Band/Step	PB	Pay Band	
	ST	Salary Step	
Annual Salary	ANNLSALY	Annual Salary	
Role Code/Workers Comp	ROLCD	Role Code	H0BUO
	WCMP	Worker's COMP Code	

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## Masterfile Downloads, Continued

### Employee Data – Field Selection Screen #1, continued

CIPPS-FINDS		CIPPS	
Data Field	Download Field	Field	Screen ID
Time Card Status	T	Time Card Status	H0BID
Date/AMT Last Pay	DTLPCH	Date Last Pay CHG	
CHG	AMTLPCH	AMT Last Pay CHG	
Overtime Type	V	Overtime Type	H0BBN
OT-1 Premium	OT1PR	OT-1 Premium	
OT-2 Premium	OT2PR	OT-2 Premium	
Shift	H	Shift	
Shift Location	L	Shift Location	
Shift Rate/FAC CTL	R	Shift Rate/FAC CTL	
Shift 2 Premium	SH2PR	Shift 2 Premium	
Shift 3 Premium	SH3PR	Shift 3 Premium	
Employment Status	E	Employment Status	H0BES
FIT Extra AMT/%	FITXTRP	FIT Extra AMT/%	H0BAD
WRK State, CNTRY, LOC	WST	Work State	
	WCY	Work Country	
	WLC	Work Locality	
RES State (2), CNTRY, LOC	RST	Resident State	
	RCY	Resident Country	
	RLC	Resident Locality	
Premium Conversion	M	Premium CONV	HMCU1
MED COVERAGE, PRVDR	MC	Membership Type	
	MP	Provider Code	

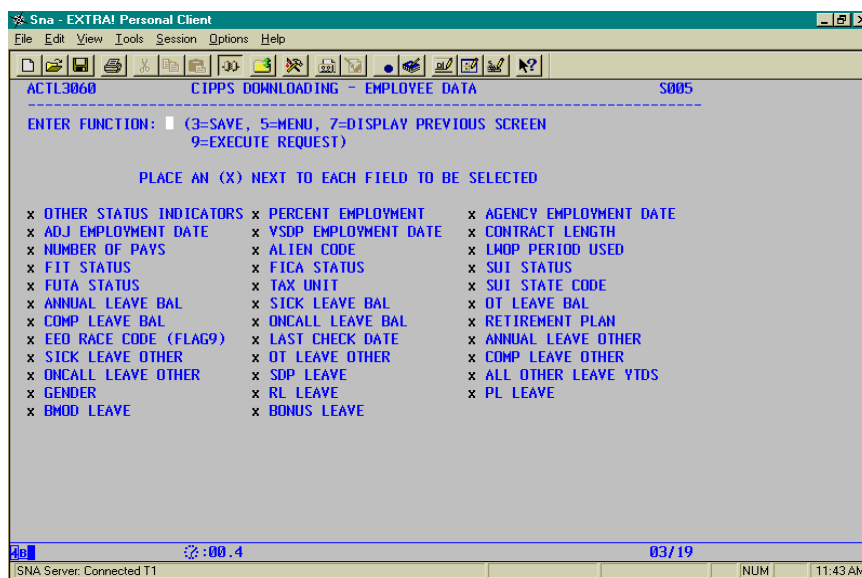
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## Masterfile Downloads, Continued

### Employee Data – Field Selection Screen #2

Execute Function 6 or press Enter following completion of Employee Data Field Selection screen #1 to display Employee Data Field Selection screen #2. Contains additional data fields applicable to the request.



**FUNCTION** Enter applicable function:

Function	Description
3=Save	Saves request under specified User ID.
5=Menu	Displays Main Menu, cancels request.
7=Previous Screen	Displays Field Selection Screen #1. Data entered is not lost.
9=Execute Request	Displays Dataset Name screen. Do not execute unless all applicable data extraction and field selection screens are complete.

**FIELD** Enter 'X' next to the Data Field(s) to be included in the download.

CIPPS-FINDS		CIPPS	
Data Field	Download Field	Field	Screen ID
OTHER STATUS IND	M	FED Marriital Status	H0BAD
	E	Annual Leave Ind.	HPIUS
	K	Sick Leave Ind.	
	Q	Comp Leave Ind.	
	Y	Overtime Leave Ind	

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## Masterfile Downloads, Continued

### Employee Data – Field Selection Screen #2, continued

CIPPS-FINDS		CIPPS	
Data Field	Download Field	Field	Screen ID
OTHER STATUS IND	N	On-Call Leave Ind.	HPIUS
	P	SDP Participant Ind.	
	X	SDP Recipient Ind.	
	Z	FLSA Indicator	
Percent Employment	PER	Percent Employment	HPIUS
Agy Employment Date	AGYDATE	Employment Date	H0BID
Adj Employment Date	ADJDATE	Adjusted Emp Date	HPIUS
VSDP Employment Date	SDPDATE	SDP Employ Date	HPIUS
Contract Length	CONTRACT	Contract	H0BUO
Number of Pays	NUMOFPAY	Number of Pays	
Alien Code	A	Alien Code	
LWOP Period Used	LWOPPDUSE	LWOP Used in Period	
FIT Status	F	FIT Status	H0BAD
FICA Status	C	FICA Status	
SUI Status	S	SUI Status	
FUTA Status	U	FUTA Status	
Tax Unit	TAX	Tax Unit	
SUI State Code	SST	SUI State Code	
Annual Leave Bal	ANLVB	Annual Leave Bal	HPHUN
Sick Leave Bal	SICKLEAVE	Sick Leave Bal	
OT Leave Bal	OTLVEB	OT Leave Bal	
Comp Leave Bal	CMPLVB	Comp Leave Bal	
Oncall Leave Bal	ONCLV	Oncall Leave Bal	
Retirement Plan	RP	Retirement Plan	HMCU1
EEO Race Code(FLAG9)	X	EEO Race Code	H0BUO
Last Check Date	LSTCDT	Last Check Date	H0BES
Annual Leave Other	ANNYTD	AN LV Earned YTD	HPHUN
	ANNPD	AN LV Earned PD	
	ANUYTD	AN LV Used YTD	
	ANNUPD	AN LV Used PD	
	ADDBEG	AN LV Earned Beg. Bal.	

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## Masterfile Downloads, Continued

### Employee Data – Field Selection Screen #2, continued

CIPPS-FINDS		CIPPS	
Data Field	Download Field	Field	Screen ID
Sick Leave Other	SICYTD	SK LV Earned YTD	HPHUN
	SICPD	SK LV Earned Period	
	SICKPYTD	SK Personal YTD	
	SICPPD	SK Pers/Used Period	
	SIFYTD	SK Family YTD	
	SICFPD	SK Fam/Used Period	
	SICKLVBEG	SK LV Beg. Bal.	
OT Leave Other	OTYTD	OV LV Earned YTD	
	OTPD	OV LV Earned Period	
	OTUYTD	OV LV Used YTD	
	OTUPD	OV LV Used Period	
	OTBEG	OV LV Earned Beg Bal	
COMP Leave Other	CMPYTD	CP LV Earned YTD	
	CMPPD	CP LV Earned Period	
	CMUYTD	CP LV Used YTD	
	CMUPD	CP LV Used Period	
	CMPBEG	CP LV Earned Beg Bal	
Oncall Leave Other	OCYTD	ON CALL LVE YTD	
	ONCPPD	ON CALL LVE Period	
	ONUUYTD	ON CALL LV Used YTD	
	ONCUPD	ON CALL LV Used Period	
	ONCBEG	ON CALL LV BEG	
SDP Leave	SDLVPD	SDP LVE USD Period	HPIUN
	SDLVYTD	SDP LVE USED YTD	

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## Masterfile Downloads, Continued

### Employee Data – Field Selection Screen #2, continued,

CIPPS-FINDS		CIPPS	
Data Field	Download Field	Field	Screen ID
All Other Leave YTDS	DCLVBEG	DIS CRD LVE BEG	HPHUN
	DCLVUPD	DIS CRD LVE USD PER.	
	DCLVUYTD	DIS CRD LVE USD YTD	
	DCLVBAL	DIS CRD LVE BAL	
	FPLBEG	FAM/PER LVE BEG	
	FPLUPD	FAM/PER LVE USD PER.	
	FPUYTD	FAM/PER LVE USD YTD	
	FPLBAL	FAM/PER LVE BAL	HPHUN & HPIUN
	MILYTD	MILITARY	
	EDCONFYTD	EDUCATION	
	WCOMPYTD	WORK COMP	
	CIVLVEYTD	CIVIL	
	OTHERLYTD	OTHER	
	COMSERV	COMMUNITY SERVICE	
	LWOPYTD	LWOP	
Gender	G	SEX	H0BID
RL Leave	RLEBAL	RECOG LVE BAL	HPHUN
	RLEYTD	RECOG LVE YTD	
	RLEPD	RECOG LVE PERIOD	
	RLUYTD	RECOG LVE USD YTD	
	RLUPD	RECOG LVE USD PER.	
	RLUBEG	RECOG LVE BEG	
PL Leave	PLLVEBAL	PRE LAY OFF	HPIUN
BMOD Leave	BMODLVE	BMOD LEAVE BAL	HPHUN
BONUS Leave	BLEBAL	BONUS LEAVE BAL	
	BLEYTD	BONUS EARNED YTD	
	BLEPD	BONUS EARNED PD	
	BLUYD	BONUS USED YTD	
	BLUPD	BONUS USED PD	
	BLUBEG	BONUS BEG BAL	

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## Masterfile Downloads, Continued

### State Tax Data – Extraction Criteria

Select CIPPS State Tax Data to display the State Tax Data Extraction Criteria Screen. This screen contains both request reference information and data extraction criteria:

Sna - EXTRA! Personal Client

File Edit View Tools Session Options Help

ACTL3050 CIPPS DOWNLOADING - STATE TAX DATA S002

ENTER FUNCTION: (1=VIEW, 2=NEXT REQUEST, 3=SAVE, 4=DELETE, 5=MENU, 6/ENTER=DISPLAY 2ND SCREEN, 9=EXECUTE REQUEST)

AGENCY: 151 USERID: REQUEST-NO:

REQUEST-TITLE:

COMPANY-NUMBER:

EMPLOYEE-NUMBER:

TAX UNIT:

STATE CODE:

LOCAL CODE:

SNA Server: Connected T1 :00.4 03/19 NUM 2:13 PM

**FUNCTION** Enter applicable function:

Function	Description
3=Save	Saves request under specified User ID.
5=Menu	Displays Main Menu, cancels request.
6/Enter	Displays the selection screen.
7=Previous Screen	Displays Field Selection Screen #1. Data entered is not lost.
9=Execute Request	Displays Dataset Name screen. Do not execute unless all applicable data extraction and field selection screens are complete.

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## Masterfile Downloads, Continued

### Extraction Data Fields

<b>COMPANY- NUMBER</b>	Enter the 3-digit company number; up to 5 numbers or ranges. Leave blank to select all.
<b>EMPLOYEE NUMBER</b>	Enter the 11-digit employee number, which is usually the employee SSN followed by two zeroes. Leave blank to select all.
<b>TAX UNIT</b>	Enter up to 5 different tax units or a range. Leave blank to select all.
<b>STATE CODE</b>	Enter up to 5 state codes or ranges. Leave blank to select all.
<b>LOCAL CODE</b>	Enter up to 5 local codes or ranges. Leave blank to select all.

### State Tax Data – Field Selection

Execute Function 6 or press Enter following completion of the State Tax Data  
Extraction Criteria screen to display State Tax Data Field Selection screen.

SNA - EXTRA! Personal Client

File Edit View Tools Session Options Help

ACTL3050 CIPPS DOWNLOADING - STATE TAX DATA S003

ENTER FUNCTION: (3=SAVE, 5=MENU, 7=DISPLAY PREVIOUS SCREEN  
9=EXECUTE REQUEST)

PLACE AN (X) NEXT TO EACH FIELD TO BE SELECTED

X COMPANY, EMPLOYEE NUMBER	COUNTRY CODE
TAX UNIT	STATE CODE
LOCAL CODE	STATE NO EXEMPTIONS
LOCAL NO EXEMPTIONS	STATE STATUS
MARITAL STATUS	SP LOCAL STATUS
STATE ADD. TAX/%	LOCAL ADD. TAX/%
DI STATUS	LOCAL STATUS
FUTA AMOUNTS	FIT AMOUNTS
SIT AMOUNTS	DI AMOUNTS
LOC AMOUNTS	

03/19

SNA Server: Connected T1 NUM 2:14 PM

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## Masterfile Downloads, Continued

**FIELD** Enter 'X' next to the Data Field(s) to be included in the download.

CIPPS-FINDS		CIPPS	
Data Field	Download Field	Field	Screen ID
Company , Employee Number - KEY	CMP	Company	H0BID
	EMPLOYEE NUM	Employee Number	
Country Code	CTY	Country Code	H0ATX
Tax Unit	TXU	Tax Unit	
State Code	STC	State Code	
Local Code	LOC	Local Code	
State NO Exemptions	STNOX	State No. Exemptions	
Local NO Exemptions	LONOX	Local No. Exemptions	
State Status	S	State Status	
Marital Status	M	SIT Marital Status	
SP Local Status	P	SP. Local Status	
State ADD. Tax/%	STADTX	State ADD. Tax/%	
Local ADD. Tax/%	LOADTX	Local ADD. Tax/%	
DI Status	D	D.I. Status	
Local Status	L	Local Status	
FUTA Amounts	YTDFUTATXBL	YTD FUTA Taxable	H0ATA
	QDFUTATXBL	QTD FUTA Taxable	
	MTDFUTATXBL	MTD FUTA Taxable	
	YTDFUTATAX	YTD FUTA Tax W/H	
	QTD FUTATAX	QTD FUTA Tax W/H	
	MTDFUTATAX	MTD FUTA Tax W/H	
FIT AMOUNTS	YTD FITNTXBL	YTD Fit Non-Taxable	H0ATB
	QTD FITNTXBL	QTD Fit Non-Taxable	
	MTD FITNTXBL	MTD Fit Non-Taxable	
	YTD FITTXBL	YTD FIT Taxable	
	QTD FITTXBL	QTD FIT Taxable	
	MTD FITTXBL	MTD FIT Taxable	
	YTD FITTAX	YTD FIT Tax W/H	
	QTD FITTAX	QTD FIT Tax W/H	
	MTD FITTAX	MTD FIT Tax W/H	
SIT AMOUNTS	YTDSITTXBL	YTD SIT Taxable	
	QTD SITTXBL	QTD SIT Taxable	
	MTD SITTXBL	MTD SIT Taxable	

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## Masterfile Downloads, Continued

### State Tax – Field Selection Screen #2, continued

CIPPS-FINDS		CIPPS	
Data Field	Download Field	Field	Screen ID
SIT AMOUNTS	YTDSITTAX	YTD SIT Tax W/H	H0ATB
	QTDSITTAX	QTD SIT Tax W/H	
	MTDSITTAX	MTD SIT Tax W/H	
DI AMOUNTS	YTDDITXBL	YTD DI Taxable	
	QTDDITXBL	QTD DI Taxable	
	MTDDITXBL	MTD DT Taxable	
	YTDDITAX	YTD DI Tax W/H	
	QTDDITAX	QTD DI Tax W/H	
	MTDDITAX	MTD DI Tax W/H	
LOC AMOUNTS	YTDLOCTXBL	YTD Local Taxable	H0ATF
	QTDLOCTXBL	QTD Local Taxable	
	MTDLOCTXBL	MTD Local Taxable	
	YTDLOCTAX	YTD Local Tax W/H	
	QTDLOCTAX	QTD Local Tax W/H	
	MTDLOCTAX	MTD Local Tax W/H	

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## Masterfile Downloads, Continued

### Special Pay – Extraction Criteria

Select CIPPS Special Pay Data to display the Special Pay Data Extraction Criteria Screen. This screen contains both request reference information and data extraction criteria:

The screenshot shows a software window titled "Sna - EXTRA! Personal Client". Inside, the main area is titled "CIPPS DOWNLOADING - SPECIAL PAY DATA" with a sub-header "S002". Below this, there is a prompt: "ENTER FUNCTION: (1=VIEW, 2=NEXT REQUEST, 3=SAVE, 4=DELETE, 5=MENU, 6/ENTER=DISPLAY 2ND SCREEN, 9=EXECUTE REQUEST)". Below the prompt are several input fields: "AGENCY: 151", "USERID: \_\_\_\_\_", "REQUEST-NO: \_\_\_\_\_", "REQUEST-TITLE: \_\_\_\_\_", "COMPANY-NUMBER: \_\_\_\_\_", "EMPLOYEE-NUMBER: \_\_\_\_\_", and "SPECIAL PAY NUMBER: \_\_\_\_\_". The status bar at the bottom of the window displays "SNA Server: Connected T1", a timer ":00.5", the date "03/19", and the time "2:19 PM".

### Extraction Data Fields

**COMPANY-NUMBER** Enter the 3-digit company number; up to 5 numbers or ranges. The total number of agencies selected must not exceed fifty. Leave blank to select all.

**EMPLOYEE NUMBER** Enter the 11-digit employee number, which is usually the employee social security number followed by two zeroes. Leave blank to select all.

**SPECIAL PAY NUMBER** Enter the special pay number. This is a 3-digit field. Leave blank to select all.

**Note:** Leaving a data field blank will specify all existing values of the field.

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## Masterfile Downloads, Continued

### Special Pay – Data Field Selection

Execute Function 6 or press Enter following completion of the Special Pay Data Extraction Criteria screen to display Special Pay Data Field Selection screen:

ACTL3040 CIPPS DOWNLOADING - SPECIAL PAY DATA S003

ENTER FUNCTION: (3=SAVE, 5=MENU, 7=DISPLAY PREVIOUS SCREEN, 9=EXECUTE REQUEST)

PLACE AN (X) NEXT TO EACH FIELD TO BE SELECTED

X COMPANY, EMPLOYEE NUMBER      EMPLOYEE NAME  
 \_ SPECIAL PAY NUMBER      \_ SPECIAL PAY HOURS  
 \_ SPECIAL PAY CHECK IND      \_ SPECIAL PAY TAX DESCRIPTION  
 \_ SPECIAL PAY DED DESCRIPTION      \_ SPECIAL PAY RATE/AMT  
 \_ SPECIAL PAY FREQUENCY      \_ SPECIAL PAY YTD AMOUNT  
 \_ SPECIAL PAY NAME

SNA Server: Connected T1 03/19 2:21 PM

**FIELD** Enter 'X' next to the Data Field(s) to be included in the download.

CIPPS-FINDS		CIPPS	
Data Field	Download Field	Field	Screen ID
Company , Employee Number - KEY	CMP	Company	H0BID
	EMPLOYEE NUM	Employee Number	
Employee Name	EMPLOYEE NAME	Employee Name	H10AS
Special Pay Number	SPC	NO	
Special Pay Hours	SPH	Hours	
Special Pay Check IND	C	CHK IND	
Special Pay Tax Description	T	Tax DESC	
Special Pay DED Description	D	DED DESC	
Special Pay Rate/AMT	SPPYRATE	Rate/AMT	
Special Pay Frequency	PF	FREQ	
Special Pay YTD Amount	SP-PAY-YTD	YTD Amount	H10SA
Special Pay Name	SP-PAY-NAME	Spec. Pay Name	

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## Masterfile Downloads, Continued

### Distribution Data – Extraction Criteria

Select CIPPS Distribution Data to display the Distribution Data Extraction Criteria Screen. This screen contains both request reference information and data extraction criteria:

SNA - EXTRAI Personal Client

File Edit View Tools Session Options Help

ACTL3030 CIPPS DOWNLOADING - DISTRIBUTION DATA S802

ENTER FUNCTION: (1=VIEW, 2=NEXT REQUEST, 3=SAVE, 4=DELETE, 5=MENU, 6/ENTER=DISPLAY 2ND SCREEN, 9=EXECUTE REQUEST)

AGENCY: 151 USERID: REQUEST-NO: REQUEST-TITLE:

COMPANY-NUMBER: EMPLOYEE-NUMBER: PAY-TYPE:

03/19

SNA Server: Connected T1

### Extraction Data Fields

**COMPANY-NUMBER** Enter the 3-digit company number; up to five numbers or ranges. The total number of agencies selected must not exceed fifty. Leave blank to select all.

**EMPLOYEE NUMBER** Enter the 11-digit employee number, which is usually the employee social security number followed by two zeroes. Leave blank to select all.

**PAY TYPE** Enter the 3-digit pay type;

- ◆ The first selection is for alpha-numeric value (i.e. 0R1, 0O1, etc.)
- ◆ up to 4 different pay types or ranges.
- ◆ Leave blank to select all.

**Note:** Leaving a data field blank will specify all existing values of the field.

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## Masterfile Downloads, Continued

### Distribution Data – Field Selection

Execute Function 6 or press Enter following completion of the Distribution Data Extraction Criteria screen to display Distribution Data Field Selection screen:

**FIELD** Enter 'X' next to the Data Field(s) to be included in the download.

CIPPS-FINDS		CIPPS	
Data Field	Download Field	Field	Screen ID
Company , Employee Number - KEY	CMP	Company	H0BID
	EMPLOYEE NUM	Employee Number	
Employee Name	EMPLOYEE NAME	Employee Name	HMBU1
Sequence Number	SEQ	Sequence Number	
CARS Pay Type	PT	CARS Pay Type	
CARS Funding Agency	AGY	CARS Funding Agency	
Company Account Code	COMPANY ACCOUNTCODE	Company Account Code	
Percent	P	Percent	
CARS Object	OBSO	CARS Object	
CARS Fund	FUND	CARS Fund	

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## Masterfile Downloads, Continued

### Distribution Data – Field Selection Screen #2, continued

CIPPS-FINDS		CIPPS	Screen ID
Data Field	Download Field	Field	
CARS Program	PGM	CARS Program	HMBU1
SUB PROGRAM	SP	Sub Program	
CARS Element	EL	CARS Element	
CARS Project	PROJE	CARS Project	
CARS Task	TA	CARS Task	
CARS PHASE	PH	CARS Phase	
CARS Cost Code	CCO	Cost Code	

### Deduction Data – Extraction Criteria

Select CIPPS Deduction Data to display the Deduction Data Extraction Criteria Screen. This screen contains both request reference information and data extraction criteria:

Sna - EXTRA! Personal Client

File Edit View Tools Session Options Help

ACTL3020 CIPPS DOWNLOADING - DEDUCTION DATA S002

ENTER FUNCTION: (1=VIEW, 2=NEXT REQUEST, 3=SAVE, 4=DELETE, 5=MENU, 6/ENTER=DISPLAY 2ND SCREEN, 9=EXECUTE REQUEST)

AGENCY: 151 USERID: REQUEST-NO:

REQUEST-TITLE:

COMPANY-NUMBER:

EMPLOYEE-NUMBER:

DEDUCTION-NUMBER:

DEDUCTION-FREQUENCY:

40 :00.3 03/19

SNA Server: Connected T1 NUM 2:36 PM

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## Masterfile Downloads, Continued

### Extraction Data Fields

**COMPANY-NUMBER** Enter the 3-digit company number. Up to five numbers or ranges. The total number of agencies selected must not exceed fifty. Leave blank to select all.

**EMPLOYEE NUMBER** Enter the 11-digit employee number, which is usually the employee social security number followed by two zeroes. Leave blank to select all.

**DEDUCTION NUMBER** Enter the 3-digit deduction number. Up to 5 deduction numbers or ranges. Leave blank to select all.

**DEDUCTION-FREQUENCY** Enter the 2-digit deduction frequency. Up to 5 numbers or ranges. Leave blank to select all.

**Note:** Leaving a data field blank will specify all existing values of the field.

### Deduction Data – Field Selection

Execute Function 6 or press Enter following completion of the Deduction Data Extraction Criteria screen to display the Deduction Data Field Selection screen.

Sna - EXTRA! Personal Client

File Edit View Tools Session Options Help

ACTL3020 CIPPS DOWNLOADING - DEDUCTION DATA S003

ENTER FUNCTION: 1 (3=SAVE, 5=MENU, 7=DISPLAY PREVIOUS SCREEN  
9=EXECUTE REQUEST)

PLACE AN (X) NEXT TO EACH FIELD TO BE SELECTED

X COMPANY, EMPLOYEE NUMBER	EMPLOYEE NAME
DEDUCTION NUMBER	DEDUCTION NAME
DEDUCTION FREQUENCY	DEDUCTION AMT/%
DEDUCTION GOAL	DEDUCTION UTILITY
DEDUCTION MTD	DEDUCTION YTD
DEDUCTION END DATE	

SNA Server: Connected T1 03/19 NUM 2:38 PM

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## Masterfile Downloads, Continued

**FIELD** Enter 'X' next to the Data Field(s) to be included in the download.

CIPPS-FINDS		CIPPS	
Data Field	Download Field	Field	Screen ID
Company , Employee Number - KEY	CMP	Company	H0BID
	EMPLOYEE NUM	Employee Number	
Employee Name	EMPLOYEE NAME	Employee Name	H0ZDC
Deduction Number	DED	NO	
Deduction Name	DEDNAME	Name	
Deduction Frequency	DF	FR	
Deduction AMT/%	DEDAMT/%	AMT/PCT	
Deduction Goal	DEDGOAL	Goal	
Deduction Utility	DEDUTL	Utility	
Deduction MTD	DEDMTD	MTD	
Deduction YTD	DEDYTD	YTD	
Deduction End Date	DEDENDDT	Ded End Date	

## Contacts

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